



# DEVONSHIRE HOUSE SCHOOL

## ADMISSIONS POLICY

This policy is for the whole school including EYFS

**Devonshire House is committed to Equal Opportunities irrespective of race, colour, creed or impairment.**

This policy is written with due regard to the Equality Act 2010

The admissions procedure can be adapted as necessary to take account of pupils' known learning difficulties or disabilities.

In line with the Equality Act 2010, the school seeks to ensure that disabled pupils and those with special educational needs are not treated less favourably or put at a substantial disadvantage in matters of admission. The School will always take reasonable measures to support a child with physical difficulties and will make adjustments for accessibility where required.

Devonshire House has a policy of making every applicant welcome from the first telephone call.

### **Initial Enquiry**

Initial enquiries may be taken over the phone. Brief details will be taken and a prospectus, application form and letter explaining our registration process are sent out in the post.

Alternatively, the online contact form may be completed and the Admissions Department will reply to the request.

### **School Visits**

Open Mornings are normally held in October, January and May.

Details of Open Mornings are sent out with the prospectus. Details are also on our website and advertised in the press.

### **Registering with Devonshire House**

Once a completed application form and fee is received, the child is entered on the school admissions database and an acknowledgement letter is sent out.

All registered children are invited to attend an informal assessment interview before places are offered. Registrations are required a minimum of 12 months before the intended start date.

### **Entry to Devonshire House**

The main points of entry are to Oak Tree Nursery (OTN), Pre Reception and Reception.

Children enter the Oak Tree Nursery in either September or January when they are over two and a half and out of nappies.

Children enter Pre Reception in the September following their third birthday.

Children enter Reception in the September following their fourth birthday.

### **Entry to Year 1 and above**

Children are admitted on an ad hoc basis dependent on there being a vacancy and subject to any assessment and/or references the School may require.

### **Invitations to Assessment**

Assessment dates are held early in the year of entry.

For children wishing to enter from Reception (4+) and above:

Letters are sent out in November of the preceding year offering a choice of assessment dates in January.

For children wishing to enter Pre-Reception (3+):



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Letters are sent out in December of the preceding year offering a choice of assessment dates in February.

For children wishing to enter the Oak Tree Nursery (September intake):

Letters are sent out in January of the year of entry offering a choice of assessment dates in March.

For children wishing to enter the Oak Tree Nursery (January intake):

Letters are sent out in March of the preceding year offering a choice of assessment dates in May.

Once assessment dates have been accepted, we will write to the child's current school (if applicable) asking them to complete a report. We will also require a copy of the child's birth certificate and a passport size photo. Non EEC nationals must provide evidence of entry visas and right to reside in the UK (this is due to regulations from the UK Borders Authority and applies to all UK schools).

Should your child have a special educational need or disability for which you may wish the school to make reasonable adjustments please ensure that you give the school all the relevant information before the assessment.

### **Assessments for Oak Tree Nursery, Pre-Reception and Reception Intake**

Children are assessed by members of our staff in small groups. The session is an informal play session and children are assessed on their cooperation, concentration, sociability and communication skills.

Children for whom English is a second language are assessed by practical tasks such as colouring and jigsaw puzzles. Any child that has a 'bad day' is invited back for a reassessment.

If the child is not well on the day of the assessment, we will try to offer an alternative assessment date if at all possible.

### **Assessments for children Year 1 and above**

Children are invited to spend some time in the relevant class; form and subject teachers assess their level of knowledge and capabilities. The level of formality of written tests increases with age. The objective is to discover whether a child will settle happily into the school.

### **Sibling Policy**

Every effort is made to accept siblings but this is not automatic. If the assessment gives cause for concern then the position is discussed with the parents. Sometimes a later point of entry is recommended.

### **Scholarships**

Devonshire House holds two 7+ and 8+ Scholarship examinations, one for academic ability and one for music. These examinations are held in the Summer Term and are open to both current pupils and children new to the school.



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### Offers of Places

Places will be offered to children who, in the opinion of the Headmistress, have demonstrated the most ability and aptitude to thrive in the School, regardless of any impairment. The School will use permitted forms of selection to assess prospective pupils and will take reasonable measures to enable any prospective pupil with a disability to undertake such an assessment.

Places are offered in writing, with a deposit due within 14 days of receipt of the offer letter. Waiting list places are also offered. If a child is offered a Waiting list place it is important to return the form as soon as possible. The Head of Admissions will contact parents by phone if we are able to offer places off the Waiting list.

### New Parent's Evenings

New Parent's Evenings are held to provide further information to parents of children starting in September. Various forms will be distributed for completion. An Information booklet will be available to help with the start of the new term.

### New Entry Day

A New Entry Day is held in June for children to be introduced to their new class and it is also an opportunity to purchase second hand school uniform at the School. New uniform can be purchased from the school supplier details of which are given at the New Parents' Evenings.

The School's policy on behaviour and exclusions can be found in the School Behaviour Policy.

### **Policy Implementation**

This Policy is the responsibility of: Mrs Helen Ridard, Head of Admissions, in conjunction with the Headmistress.	Date written: 1st September 2016
Signed: .....	Date: .....
Headmistress's Signature: .....	Date: .....
To be reviewed:	September 2017